

**BOARD OF SELECTMEN  
SEPTEMBER 12, 2011**

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**I. Call to Order/Roll Call**

Chairman Brian Major called the Work Session part of the Board of Selectmen's meeting to order at 5:40 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Chairman Major and Selectmen Mary Lyman, Ted Teichert, and Alex Vispoli. Also present were: Town Manager Buzz Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cable-cast live.

**II. Work Session – FY-2012 Goals & Objectives**

**A. Continued discussion of the Board's FY-2012 Goals & Objectives**

Chairman Major provided a brief review of the previous meeting on the FY-2012 Goals and Objectives for the Town Manager, and distributed a draft of the notes to the Board members so they could further talk about what the FY-12 goals/objectives might be.

Goal #1 ~ to achieve sustainable savings in labor costs and if insurance savings is included, what would the formula be to measure the benefit savings for health insurance to reflect a merit increase. Several options were discussed and it was agreed that that Town Manager will work through the details of this option and report back. He will also determine the dollar number of the Town budget.

Goal #2 ~ the use of Debt Analysis Tools – consider developing a debt analysis tool that would provide knowledge of one or more capital proposals, the evaluation of debt ratio, and the taxation impact on included and excluded debt. The tool would determine what projects the Town can fit into the budget, what the debt ratio would be, what impact it would have on the tax base, and build a model for future projections. It was also suggested to have a third party evaluate what the debt/ratio would be for Town projects. The Board made no decision on whether this would be a goal.

Goal #3 ~ Action Plan Implementation – four options identified by the Town Manger to investigate for savings include print services, payroll for both Town/School, work order system for customer requests, and transferring School custodians to the Plant & Facilities Department. The goal would now be to implement the next step by either setting up a timeline, issuing RFI's or RFP's from the commercial community and present the findings during the budget cycle.

Goal#4 ~ Zero use of Free Cash for FY-13 – discussion: Is this the Board's goal or the Town Manager's and should it be a lower-ranking goal?

Goal #5 ~ Economic Development – Selectman Vispoli distributed a draft of what an "Economic Council" would look like, the cross-sections of the community involved to make an assessment and provide quarterly reports to the Town Manager. The Board agreed to have this as a future agenda item.

Payout Matrix: It was agreed that there would be zero payout for a score under 60% and discussed placing values to each attainment point under a goal. Chairman Major will work up the matrix for the Board and Town Manager to review.

At 6:55 P.M., on a motion by Selectman Vispoli with a second by Selectman Lyman, it was voted 4-0 to take a ten-minute break before moving to the Regular Session.

At 7:05 P.M. the Board reconvened to Regular Session.

### **III. Opening Ceremonies**

Chairman Major asked for a Moment of Silence followed by the Pledge of Allegiance.

### **IV. Communications/Announcements/Liaison Reports**

The Town Manager made the following announcements:

~ The September 11<sup>th</sup> Ceremony was well done and very moving. The plaque honoring the four people from Andover who lost their lives on 9-11 will be in placed in the entrance to Town Offices within the next two weeks.

~School opened on Tuesday, September 6<sup>th</sup> and he enjoyed his ride with the Superintendent on the elementary school bus.

~The MBTA is installing double-tracks along the railway and for safety reasons we will continue to hear the train whistles until the job is completed.

~Police Chief Pattullo said NEMLIC is offering a Police Chief Mentoring Program and anyone who would like to attend should contact the Town Manager.

~The Massachusetts Municipal Association Legislative Breakfast Season is upon us. The first breakfasts are scheduled to be held in Haverhill on September 30<sup>th</sup> and in North Reading on October 14<sup>th</sup>.

~The Department of Community Service has mailed out their program of activities booklet for the Fall/Winter.

Town Clerk Larry Murphy reported that the Town Clerk's Office will have a Voter Registration table available on Andover Day, September 24<sup>th</sup>.

Selectman Teichert said the DCS Fall/Winter Activity Booklet recently mailed out to residents offers activities for all ages. On September 24<sup>th</sup> – Andover Day, Radio Station 92.5 will broadcast live and, in addition, there will be a ceremony to honor the Andover Nationals Little League Team's achievement. Selectman Major recognized Ted for his part in bringing Andover Day back to Town.

Selectman Lyman reported she is meeting on Thursday with the Town Manager to discuss the use of Town/School facilities by Community Services and other organizations. She also reported that the YMCA will be bringing an expansion proposal forward in the near future.

Selectman Vispoli hopes to receive an update from State Department of Transportation Secretary Richard Davy on the funding for the I-93 project at an upcoming meeting. He also commented on a conference call he participated in through the MMA with President Obama and local officials across the country. Selectman Vispoli's perspective on the American Jobs Act is that there will be a substantial amount of money available for schools and school infrastructure, but it looks to be a one-time offering and, if that is the case, it doesn't really help – it only extends the problem out for another year.

Chairman Major agreed that the September 11<sup>th</sup> Town Ceremony was outstanding and thanked the members of the clergy who oversaw the silent vigil at The Park on Sunday. He reported that the Youth Foundation will be presenting a proposal for the Youth Center to the Board in a few weeks; and that the Chairs of the three Boards (Finance, School Committee, and Selectmen) have been meeting weekly to discuss items that may impact the budget. The Chairs would like to have one person from each Board to act as a liaison to our state delegation. Selectman Vispoli volunteered to be the Selectmen's liaison.

**V. Citizens Petitions and Presentations**

Mary Carbone, 3 Cyr Circle, said she attended last week's Work Session in which the Board measured the FY-2011 goals and objectives for the Town Manager's evaluation. Although she was not allowed to comment at that meeting, she would like to know why the Town Manager, who met 97% of his goals, will only be compensated for 80%. Selectman Major explained the new structure for evaluating the Town Manager which the Town Manager agreed to; 100% of the goals needed to be achieved to receive the 100% level of increase and bonus.

**VI. Regular Business of the Board**

**A. Traffic Rules and Regulations – Second Reading**

Safety Officer Charles Edgerly is recommending the following amendments to the Traffic Rules and Regulations:

Definitions:

Add:

- ~ (aa) *Commercial Loading Zone*: Loading zones are designated areas for the loading and unloading of deliveries to buildings. These zones are for commercial delivery vehicles and are not designated to reserve parking for business patrons or employees. Any commercial vehicle may park in any loading zone for the purpose of active loading and unloading for the time authorized for the location.

Action: The request was withdrawn. They are exploring use of the area behind Old Town Hall where Municipal Parking is located instead.

Schedule 1, Article V, Section 2 – PARKING

Add:

- ~ “No Parking Between Signs” on the west side of Ridge Street across from house no. 2 – 4 to a distance of 20 feet.
- ~ “No Parking” on the north side of Chestnut Street from the fire hydrant for a distance of 16 feet to the driveway at no. 12.

Action: Tabled

Add:

- ~ “No Parking” on the north side of Center Street from Andover Street to a distance of 40 feet west.
- ~ “Six Hour Parking – 6:00 A.M. – 6:00 P.M. except Sundays & Legal Holidays” on the north side of Lewis Street from North Main Street to Buxton Court, local street residents excluded.
- ~ “Six Hour Parking – 6:00 A.M. – 6:00 P.M. except Sundays & Legal Holidays” on the east side of Buxton Court from Lewis Street to the dead end, local street residents excluded.

Action: On a motion by Selectman Vispoli with a second by Selectman Lyman it was voted 4-0 to approve the above request to Schedule 1, Article V, Section 2 – PARKING as recommended by Safety Officer Edgerly.

Remove:

- ~ “No Parking” on the north side of Park Street from Main Street to Bartlet Street.
- ~ “No Parking” on the north side of Park Street from Main Street to Bartlet Street.

Action: Withdrawn

Add:

- ~ “No Standing, Stopping or Parking” on the north side of Park Street from Main Street for a distance of 200 feet east.
- ~ “Commercial Loading Zone – 30 minute limit” on the north side of Park Street from 200 feet east of Main Street for a distance of 300 feet east of Main Street.
- ~ “No parking” on the north side of Park Street from a distance of 300 feet east of Main Street to Bartlet Street.

Action: Withdrawn

Remove:

- ~ “No Parking” on the south side of Elm Street from #15 to the Doherty Insurance Agency at #21 Elm Street.
- ~ “2-hour Parking – 8:00 A.M. to 6:00 P.M. except Sundays & Legal Holidays” on the north side of Elm Street from 100 feet east of High Street for a distance of 600 feet.

Action: Selectman Vispoli motioned to approve the request to remove the above items in Schedule 1, Article V, Section 2 – PARKING as recommended by Safety Officer Edgerly.

Add:

- ~ “No Parking” on the south side of Elm Street from Main Street for a distance of 115 feet.
- ~ “30-minute Parking – 8:00 A.M. – 6:00 P.M. except Sundays & Legal Holidays” on the south side of Elm Street from 115 feet east of Main Street for a distance of 250 feet.
- ~ “Two-hour Parking – 8:00 A.M. – 6:00 P.M. except Sundays & Legal Holidays” on the south side of Elm Street for a distance of 225 feet.

Action: On a motion by Selectman Vispoli and seconded by Selectman Teichert, it was voted 4-0 to approve the above changes to Schedule 1, Article V, Section 2 – PARKING as recommended by Safety Officer Edgerly.

Add:

- ~ “One-hour Parking – 8:00 A.M. – 6:00 P.M. except Sundays & Legal Holidays” on the north side of Elm Street from 100’ east of High Street to a distance of 180 feet.
- ~ “Two-hour Parking – 8:00 A.M. – 6:00 P.M. except Sundays & Legal Holidays” on the north side of Elm Street from 180 east of High Street for a distance of 320 feet.

Action: Withdrawn

Schedule 3, Article VII, Section 9 – ISOLATED STOP SIGNS

Remove:

- ~ “Stop” sign on Salem Street at Jenkins Road.

Add:

- ~ “Stop” sign on Salem Street at Jenkins Road – All Way

~ “Stop” sign on Jenkins Road at Salem Street – All Way

Action: Selectman Vispoli motioned to approve the recommendation to remove the “Stop” sign on Salem Street at Jenkins Road as recommended and to approve the addition of the All Way “Stop” signs at Salem Street at Jenkins Road and Jenkins Road at Salem Street as recommended by Safety Officer Edgerly. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

Schedule 7, Article VII, Section 8(i) – CENTER LINES

Add:

~ Center line on Blanchard Street from Osgood Street to the Tewksbury line.

Action: Selectman Vispoli motioned to approve the recommended addition of the Center line on Blanchard Street from Osgood Street to the Tewksbury line for Schedule 7, Article VII, Section 8(i) – CENTER LINES. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

**B. Placement of Personal Property on a Public Way**

Selectman Lyman motioned to approve the request of Tom Belhumeur, 10 – 12 Main Street, Andover, to place an urn with flowers at 10 Main Street. The request has been reviewed and approved with conditions by the Inspector of Buildings and the Police Department. The motion was seconded by Selectman Teichert and voted 4-0 to approve.

**VII. Consent Agenda**

**A. One-Day Beer & Wine Licenses**

Selectman Teichert motioned to approve the request of Lisa Morelli, CEO/Manager, Andover Federal Credit Union, 19C Lupine Road, Andover, for a one-day beer & wine license for use on Wednesday, October 26, 2011 from 5:00 P.M. to 7:00 P.M. for their Annual Meeting at 19C Lupine Road, Andover; and to also approve the request of Tom Belhumeur, 100 Galloupes Point, Swampscott, MA, for a one-day beer & wine license for use on Thursday, September 22, 2011 from 6:00 P.M. to 9:00 P.M. for a grand opening event at the Bridal Center, 1 Main Street, Andover. Both applications have been reviewed and approved by the Town Clerk and are subject to the condition that all other requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

**B. One-Day All-Alcoholic Beverage Licenses**

Selectman Lyman motioned to approve the request of Deborah B. Murphy, Director of Alumni Affairs, Phillips Academy, on behalf of the Trustees of Phillips Academy, 180 Main Street, Andover, for two one-day all-alcoholic beverage licenses for a dinner/live auction fundraising event at various locations on the campus: 1) Friday, November 4, 2011 from noon to midnight for storage of alcohol in locked trailers at the Smith Center function space and 2) Saturday, November 5, 2011 for alcohol storage from noon to midnight with service from 5:30 P.M. to 11:00 P.M. at locations indicated on the Auction Event Plan. The applications have been reviewed and approved by the Town Clerk and are subject to the condition that all other requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

**C. Transient Vendor License Waiver**

Selectman Vispoli motioned to approve the request of Jennifer Pulsifer, on behalf of the Andona Society, Post Office Box 256, Andover, for a waiver of a Transient Vendor

License for a fundraiser on Saturday, November 12, 2011 from 7:00 P.M. to Midnight at the Andover Country Club, 60 Canterbury Street, Andover. The application has been reviewed and approved by the Town Clerk and is subject to the condition that all other requirements of the Town are met prior to the issuance of the waiver. The motion was seconded by Selectman Teichert, and voted 4-0 to approve.

**D. Charitable Wine Auction License**

Selectman Teichert motioned to approve the request of Deborah B. Murphy, Director of Alumni Affairs, Phillips Academy, on behalf of the Trustees of Phillips Academy, 180 Main Street, Andover, for a Charitable Wine Auction License for Saturday, November 5, 2011 from 5:30 P.M. to 11:00 P.M. for an Auction to be held at the Smith Center on the Phillips Academy campus. The application has been reviewed and approved by the Town Clerk and is subject to the condition that all other requirements of the Town are met prior to the issuance of the license. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

**E. Block Parties**

Selectman Lyman motioned to approve the request of Margaret Sullivan, 77 Corbett Street, for permission to block #32 – #42 Topping Road on Saturday, September 17, 2011 from 4:00 P.M. to 7:00 P.M. (raindate – Sunday, September 18, 2011) for a neighborhood block party and to also approve the request of Wendi Williams, 20 Arundel Street, to block off her street on Saturday, October 1, 2011 from 1:00 P.M. to 7:00 P.M. (raindate – Sunday, October 2, 2011) for a neighborhood block party. Arrangements have been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

**F. Road Race**

Selectman Vispoli motioned to approve the request of Bill Pennington, 46 Clark Road, to conduct the 3rd annual “Run for the Troops” 5K Road Race through the streets of Andover on Sunday, April 1, 2012 beginning at 9:00 A.M. at The Park. Arrangements have been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Lyman and voted 4-0 to approve.

**G. Parade**

Selectman Vispoli motioned to approve the request of Steve Fink, on behalf of the South Church 300<sup>th</sup> Anniversary Parade Committee, for permission to conduct a parade down School Street (from Main Street/Rte. 28), across Central Street to the South Church on Sunday, October 16, 2011 beginning at 9:45 A.M. Arrangements have been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Teichert and voted 4-0 to approve.

**H. Appointments and Re-appointments**

On a motion by Selectman Lyman with a second by Selectman Vispoli it was voted 4-0 to approve the following appointments recommended by the Town Manager and as printed in the agenda:

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>FIRE RESCUE</u>			
Kevin J. Carney	Firefighter	F726-1/\$49,519	9/25/11

David L. Eulie	Firefighter	(v. T. Retelle) F726-1/\$49,519	9/25/11
Jameson R. Lockhart	Firefighter	(v. J. Landry, Sr.) F726-1/\$49,519 (v. R. Sheaff)	9/25/11

#### PLANNING BOARD

Eric W. Macaux – Associate Member – Term expires 6/30/14  
(v. J. Doherty)

#### PRESERVATION COMMISSION

Joanna L. Reck – Term expires 6/30/14  
(v. N. Gammon)

#### GREATER LAWRENCE COMMUNITY ACTION COUNCIL – Andover Representative

Edward J. Starr – Term expires 6/30/14  
(v. J. Yelle)

### **VIII. Approval of Minutes from Previous Meetings**

On a motion by Selectman Teichert with a second by Selectman Vispoli, it was voted 4-0 to approve the Minutes of the August 8, 2011 – Work Session and Regular Meeting and the August 22, 2011 – Work Session and Regular Meeting as presented.

### **IX. Sewer Commissioners**

On a motion by Selectman Vispoli with a second by Selectman Lyman, it was voted 4-0 to adjourn as Board of Selectmen to act as Sewer Commissioners. Roll Call vote: Alex Vispoli – Yes, Mary Lyman – Yes, Ted Teichert – Yes and Brian Major – Yes.

#### **A. 311-313 South Main Street**

On a motion by Selectman Vispoli with a second by Selectman Lyman, it was voted 4-0 to re-apportion the sewer betterment assessment dated May 19, 2008 and recorded with North Essex Registry of Deeds, Book 11188, Page 34, as it affects the property description in said recorded document as Assessors' Map 79, Lot 28A, owned by Elizabeth Terlizzi, 311 South Main Street, Book 2331, Page 174, by deleting the sewer betterment on Lot 28A as it appears on page 8 and inserting in place thereof the following re-apportioned Assessment on Lot 28A and Lot 28B as follows, and by recording an Amendment to the Betterment Assessment recorded at Book 11188, Page 35 at the North Essex District Registry of Deeds:

Map/Lot	Owner	Location	Book/Pg.	Frontage	Frontage	Area	Area	Total
				Assessment	(sf)	Assessment	Assessment	Assessment
79-28A	Terlizzi, Elizabeth	311 So. Main St.	2331/174	180	\$9,484.56	18,000	\$9,270.00	\$18,754.56
79-28B	Terlizzi, Elizabeth	313 So. Main St.	2331/174	180	\$9,484.56	18,000	\$9,270.00	\$18,754.56

On a motion by Selectman Teichert with a second by Selectman Lyman, it was voted 4-0 to adjourn from Sewer Commissioners and return to the Regular Meeting. Roll Call vote: Alex Vispoli – Yes, Mary Lyman – Yes, Ted Teichert – Yes and Brian Major – Yes.

**X. Adjournment**

On a motion by Selectman Vispoli with a second by Selectman Teichert, it was voted 4-0 to adjourn the Regular Meeting of the Board of Selectman at 8:19 P.M.

Respectfully submitted,

Dee DeLorenzo  
Recorder

**Documents:**

1. Letter from Lisa Schwartz, Senior Planner, regarding License for Private Property (urn with flowers) at 10-12 Main Street
2. Amendment to Sewer Betterment Assessment